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FISCAL REGULATIONS

OF THE

UNITED STATES
DEPARTMENT *of*
AGRICULTURE



UNITED STATES
GOVERNMENT PRINTING OFFICE
WASHINGTON : 1933

UNITED STATES
DEPARTMENT OF AGRICULTURE
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FISCAL REGULATIONS OF THE UNITED STATES DEPARTMENT OF AGRICULTURE

1. Terms Construed—General Provisions.—For the purposes of these regulations the following terms shall be construed to mean:

(a) The department: The United States Department of Agriculture.

(b) The Secretary: The Secretary or Acting Secretary of Agriculture.

(c) Bureau: Any bureau, service, administration, independent office, or committee, including the library of the department, the office of the solicitor, and the offices of the directors.

(d) Chief of bureau: The administrative head of any bureau as above defined. In so far as authorization or action by the Secretary is not required, the administrative head of the office of the Secretary shall be the director of personnel and business administration.

(e) Travel: Necessary official travel.

All authorizations are to be understood as limited by, and all regulations contemplate the observance of, the terms of the appropriations under which the expenditures are to be made, the applicable statutes of the United States, such regulations as may be prescribed by the President or his agencies, and the decisions of the Comptroller General of the United States.

2. General Bureau Authorizations.—Chiefs of bureau are authorized (a) to direct travel within the continental United States and in the parts of Canada and Mexico contiguous to the United States by their employees generally, and travel within the Territories and insular possessions of the United States by their employees there stationed; (b) to allow subsistence during travel in accordance with the Government Travel Regulations

(c) to authorize use of personally owned automobiles for travel; (d) to issue purchase orders for supplies or job work; (e) to incur such other expenses as may be necessary properly to carry on the work of their bureaus; and (f) to delegate any part of this authority to their subordinates.

3. Specific Authorization by the Secretary.—Specific authorization by the Secretary will be required for (a) travel outside the continental limits of the United States except that specified in paragraph 2; (b) travel to attend meetings or deliver lectures not otherwise provided for in the administrative regulations; and (c) travel by persons not in the employ of the department in furtherance of activities of the department.

4. Travel Expenses.—All allowances for official travel and the preparation of travel expense accounts will be governed by the current Standardized Government Travel Regulations. The per diem rate should be definitely fixed in advance and can not be retroactively changed as to executed travel.

5. Travel to First Duty Station.—New appointees, whether permanent or temporary, are required to report to their first duty station at their own expense. If duty is performed at a temporary station prior to arrival at the permanent post, the appointee is chargeable with the cost of a direct trip to the permanent post from his point of departure to assume first duty, but may be paid any extra transportation and subsistence expenses caused by such temporary duty en route.

6. Accounts, Administrative Examination.—Chiefs of bureaus shall cause an administrative examination to be made of all vouchers and pay rolls arising within their organizations. This examination shall be assigned to auditors familiar with the principal items of legislation affecting the rendition of accounts, the major legislative restrictions upon the use of appropriations, and the decisions and regulations of the Comptroller General. Under no circumstances shall the adminis-

trative examination be made by the disbursing clerk who is to pay or has paid the accounts examined, or exclusively by the officer certifying the vouchers or pay rolls. The scrutiny of vouchers by certifying officers prior to their certification is, however, recognized as an important part of the administrative examination, and certifying officers will be held responsible for the correctness of the facts certified to the extent that they are reasonably chargeable with knowledge of the transactions. The accounts of temporary special disbursing agents shall receive examination in the bureau to which they are attached. The responsibility of bureau chiefs extends to the determination of the existence of sufficient safeguards against fraudulent or improper use of funds or illegal or improper procedures. It is their duty to indicate occasion for bond protection where such arises. There should be furnished to the division of accounts and disbursements such information in the form of accounts current, copies thereof, or financial statements as may be required for the maintenance in that office of the central appropriation accounts. Bureau chiefs are expected to use every practicable means toward the recovery of disallowances by the Comptroller General on vouchers originating in their bureaus.

7. Affidavits and Acknowledgments in Connection with Prosecutions.—Oaths, affidavits, and acknowledgments ¹ for use in any prosecution or proceeding under

¹ Before me, _____, an employee of the Department of Agriculture of the United States designated by the Secretary of Agriculture under authority of the act of January 31, 1925, title 5, section 521, U. S. C., personally appeared _____, who deposes and says: _____

Subscribed and sworn to before me at _____ on this _____ day of _____, 192....

(Employee of the Department of Agriculture designated under act of January 31, 1925.)

or in the enforcement of any law administered by the department or a bureau or subdivision thereof shall, wherever practicable, be administered and attested by an employee of the department designated by the Secretary for that purpose pursuant to law, and affidavits or acknowledgments so attested and authenticated by the seal of the department are admitted as evidence in United States courts. When a designated employee is not available attestation may be, preferentially in the order given, by a clerk of a United States court, a United States commissioner, a notary public, or a justice of the peace authorized to administer oaths. If the executing officer has no seal, his qualifications should be authenticated by certificate of the clerk of the court or other officer in charge of the record of his appointment or election. Attestation fees may not be charged by a designated employee of the department, a clerk of a United States court, or a United States commissioner; fees are chargeable by a notary public or a justice of the peace within the rates authorized by the States in which they function.

8. Lost Check.—Loss of check should be promptly reported to the disbursing agent by whom drawn by letter signed by owner or wire confirmed by such letter. The report should state whether check was not received, or lost after receipt. In the former event loss should not be assumed until inquiry of the local postal authorities has failed to develop information, and the report should state the facts. It should give also amount of check, for what purpose drawn, and, if known, number and date. The disbursing officer will request stoppage of payment by the Treasurer of the United States, who will send owner bond to be executed for issuance of duplicate check after expiration of 30 days from date of original, as prescribed by law. If lost check is found before receipt of duplicate, the owner should at once notify the disbursing officer

by wire or letter and may then cash original. If original is found after duplicate has been cashed, it should be promptly transmitted to the disbursing officer by whom drawn.

9. Advance of Funds to Disbursing Agents.—Advances upon requisition shall not exceed the penalty of the bond by more than twice the amount thereof, taking into account the balances of prior advances, if any: *Provided*, That advances exceeding this limitation may be made where the Secretary approves bureau recommendation to that effect, reciting special circumstances; and such waiver may be limited to particular advances, or may be continuing until revoked.

10. Advance of Funds for Travel and Other Expenses.—Advances of funds are of two classes:

(1) Under the subsistence expense act of 1926, for travel expenses only as covered by the Government Travel Regulations. Such advances are governed by regulations of the Secretary of the Treasury, Treasury Department circular No. 369, revised, and the accounting procedure thereunder by regulations of the Comptroller General, both carried as appendices to the Government Travel Regulations. With respect to paragraph 4 of Treasury Department circular No. 369, "Authorizations for advances," designation is made, for the purpose of approving advances of \$1,000 or less in the Department of Agriculture, of the following officers: Chiefs of bureau, regional foresters, district engineers of the Bureau of Public Roads.

(2) Under act of June 3, 1902, applicable only to the Department of Agriculture. These advances can not be made for travel expenses alone, but only where in combination with travel expenses or independently, there are to be made expenditures for objects not within the travel expense category, such as hire of laborers, purchase of samples, etc. Advances of class 2 will be made only where it is reasonably probable that the

payment of such nontravel expenses can not practically be made by a disbursing agent of the department. Bond is required; retirement deductions can not, as in the case of subsistence expense advances, be accepted as security. The bond shall be in the minimum sum of \$1,000, and where the advance applied for exceeds that amount, in the multiple of \$1,000 equaling or next above the requested advance. Successive advances may be made under the same bond provided the authorized advance, plus any amount of a prior advance or advances unaccounted for, does not exceed the amount of the bond. When the bond becomes insufficient in amount for an advance under it, the advance shall be refused unless an additional bond, sufficient in amount to conform to these regulations, shall be filed. Applications will be made on a department form. They should be approved by a chief of bureau, regional forester, or district engineer of the Bureau of Public Roads, and if the amount exceeds \$2,000 additionally approved by the director of personnel and business administration. The maximum advance shall be \$4,000, the minimum \$50. If the expenditures are to be made during a travel status, accounts must be rendered promptly at the end of each trip, except in the case of trips of brief duration at short intervals, and in any event monthly. If the expenditures do not involve a travel status, monthly accounting will be required. Any unexpended balance must be promptly repaid as soon as the need therefor ceases.

The following regulations apply jointly to classes (1) and (2): Advances may be made by the disbursing clerk of the department or a fiscal agent of the Forest Service. No employee shall at one time hold funds advanced by more than one disbursing agent, nor when retaining an advance be reimbursed by another than the advancing officer. Bonds must be approved by an officer empowered to authorize advances, after having

been examined and found sufficient by the solicitor of the department or such of his field assistants as he may designate for the purpose, and shall be filed with the disbursing officer by whom the advance is to be made. Forms upon which to account for advances will be furnished by the disbursing officer at the time of the advance.

11. Payments Due Employees or Other Creditors Who are Deceased or Incompetent.—The general conditions governing payments to deceased or incompetent employees or other creditors are stated in instructions on General Accounting Office standard Form No. 1055, "Application for settlement of amounts due deceased or incompetent employees." This form, obtainable from bureaus and offices of the department, will govern the submission of the required evidence.

12. Final Salary Payment.—The day of separation from the service of the department by resignation, retirement, death, or otherwise of an employee in a pay status is to be treated for pay purposes as a full working day. The accrual of final payment places bureau officers on inquiry whether the separated employee is chargeable with property, scrip, transportation requests, advance of funds, indebtedness to the United States through suspension or disallowance by the General Accounting Office or on any account whatever; and if such responsibility is found the final payment should be deferred pending adjustment thereof.

13. Bonds.—Bonds to the United States will be required of all disbursing officers and assistant disbursing officers. The amounts, where not fixed by statute in specific cases, will be determined by the Secretary. No advance of public funds shall be made to any disbursing officer prior to receipt of notice of approval of his bond in the Treasury. The premiums of official bonds are not a charge against public funds unless specifically authorized by law. Employees whose

duties require them to receive moneys accruing to the United States, except inconsequential sums for immediate transmittal to a bonded disbursing officer, will be required to furnish bond to the United States in amounts to be determined by the Secretary. Joint bonds to the United States and the disbursing officer of not less than \$5,000, approved by the regional for-ester after examination by an assistant to the solicitor, shall be given by employees, permanent or detailed, in the offices of the fiscal agents of the Forest Service deputized for field cash disbursements.

14. Employment in the District of Columbia.—Employments in the District of Columbia are prohibited except under appropriations making specific provision therefor.

15. Double or Extra Compensation.—No Federal appropriation may be used to pay any person receiving more than one Federal salary when the combined amount of such salaries exceeds \$2,000 per annum. Exceptions are officers or enlisted men of the Army, Navy, Marine Corps, or Coast Guard; officers or enlisted men of the organized militia or naval militia of a State, Territory, or the District of Columbia; members of the Naval Reserve. No holder of an office paying \$2,500 or more shall be appointed to or hold any other office to which compensation is attached. Exceptions are retired officers of the Army or Navy elected to public office, or receiving appointment by the President with the advice and consent of the Senate. No person may be paid additional salary for extra work of any kind in the same department. The above are general restrictions, subject to exception by law.

16. Salary Rates.—For annual or monthly salaries the amounts payable are shown in salary tables issued by the General Accounting Office. For fractional parts of a month pay is due for each day of service or leave

with pay excluding the 31st of the month and treating February 28 in non leap years as 3 days, and February 29 as 2 days. For the effect of leave-without-pay deductions see paragraph 18.

17. Pay for Sundays and Holidays.—Except for per diem employees, pay for Sundays and holidays will be allowed (1) when these days fall within or immediately precede or follow annual leave with pay as distinguished from sick leave, unless the preceding Sunday or holiday followed a period of indefinite leave without pay; (2) within a period of sick leave, or immediately intervening between sick leave and a prior or succeeding period of pay status. Pay will not be allowed for Sundays and holidays when immediately intervening between sick leave and a prior or succeeding period of nonpay status, but in such cases pay accrues if the Sunday or holiday has been allowed and charged as sick leave.

18. Deductions on Account of Leave Without Pay.—Deduct for the day or half day (see par. 523, administrative regulations) except: For February 28, non leap year and February 29, deduct 3 and 2 days, respectively; for any other fraction of these days not chargeable as a whole day deduct one-half day if the employee was in a pay status at the end of the day, otherwise $2\frac{1}{2}$ and $1\frac{1}{2}$ days respectively. Deduct for the 31st or part thereof only if the employee was in a pay status at the close of work on the 30th.

19. Sunday and holiday pay for per diem employees.—A per diem employee can not be paid for Sunday unless he works on that day. The service should be noted on the pay roll. Permanent per diem employees may receive pay for, without working on, the following statutory holidays: January 1, February 22, May 30, July 4, Labor Day, Thanksgiving, and Christmas. For a holiday occurring within a period of leave without pay of 30 days or more, no payment

is authorized. Where the date of a holiday falls on a Sunday, the holiday will be as designated by authority of law. If work is performed on one of the holidays above enumerated by a per diem employee entitled to the holiday with pay, double pay accrues. The pay roll should in such case show affirmatively the performance of work.

20. Publication of Advertisements.—Chiefs of bureaus, regional foresters, forest supervisors, district engineers of the Bureau of Public Roads, and directors of experiment stations outside the continental limits of the United States, are authorized to order the publication of advertisements and notices in newspapers or trade journals, either directly by transmittal to the publisher of the standard form of advertising order approved by the Comptroller General or by written authorization to a subordinate officer to order such publication in named newspapers or trade journals. In the latter form of authorization, specification of the advertising medium is essential.

21. Competition and Advertising.—All purchases or procurements of service other than personal must be upon competitive bidding pursuant to advertising where the expenditure will exceed \$50, with exceptions hereinafter stated. The advertising shall be by newspaper if the expenditure will be \$2,500 or more; by obtaining bids from three or more dealers when the amount is less than \$2,500; and by discretionary posting of notices in public places jointly with either of above methods. Newspaper advertising may be waived by the director of personnel and business administration, who may delegate this authority within his office. The above limitation of \$50 is the general law for the department, subject to specific legislative exception. Advertising may be dispensed with and the purchase made in the open market where an emergency of the service existing prior to the order would not admit of the delay

incident thereto. In general, advertising is not required where it could not from the nature of the article or service result in competition or where it would be plainly ineffective to reduce expense. Illustrations of such conditions are as follows:

Under a formal contract for construction, there arises the necessity for additional work practicable of performance only by the contractor.

The articles wanted are patented or copyrighted and not on sale by dealers but by the owners of the patent or copyright or their agents or assigns at a fixed and uniform price.

There is only one dealer within a practicable distance from whom the articles can be obtained.

Prices or rates are fixed by legislation either Federal, State, or municipal, or by competent regulation.

Previous advertising for the identical purchase has produced no proposals or only such as were unreasonable, and under circumstances indicating the futility of further advertising.

22. Bids.—Obligatory bids (purchase exceeding \$50) for Washington delivery shall be obtained regularly, for field delivery when practicable, through the division of purchase, sales and traffic, from which will issue acceptance and notice thereof on all bids, whether for field or Washington delivery, unless specific exception is made by the Secretary. Bids for purchases of less than \$50, where deemed advantageous, may be both obtained and accepted by the proper bureau officer.

23. Purchases Amounting to \$50 or Less.—Where the amount to be expended for a purchase or service is \$50 or less competition and advertising are not necessary. Purchases should not be split to bring them within this exemption nor should competitive term or definite quantity contracts be avoided to permit piecemeal purchases of less than \$50. Services or purchases of a continuous nature amounting to \$50 or less for a year should be covered by a written agreement or memorandum thereof, to be numbered and

filed in the General Accounting Office. The authority to purchase in open market should not be construed to dispense with reasonable price inquiry among possible competitors.

24. Purchase Orders Requiring the Approval of the Chief of the Division of Purchase, Sales, and Traffic.—Orders for materials, supplies, or services must be approved by the chief of the division of purchase, sales, and traffic where the cost exceeds the following: Forest Service and Bureau of Public Roads, \$1,000 generally, and \$2,500 in case of road construction, station work, supplies required solely for fire suppression and the maintenance of roads and trails wholly or partly within the national forests; all other bureaus, \$500. Where emergency prevents submission of order for prior approval the voucher should be forwarded for that purpose to the division of purchases, sales, and traffic with a statement of the preventive circumstances. Motion-picture cameras, projection machines, and accounting machines, irrespective of cost, should not be purchased without the prior approval of the chief of the division of purchase, sales, and traffic. (See also pars. 22, 26.)

25. Purchases from Expired Contracts; Contracts Covering Two Fiscal Years.—After the supplies or services covered by a contract have been furnished, whether on the definite quantity or more-or-less basis, additional supplies or services thereunder should not be ordered; fresh competition and a new contract are required. Contracts should not involve payments from the appropriations of two fiscal years unless at the time of execution the appropriations for the succeeding fiscal year has been made, in which case the contract may cover the needs of the remainder of the current fiscal year and those of the succeeding period, provided the agreement clearly discloses the quantity and amount chargeable to each fiscal year's appropriation. Con-

tracts made during the fiscal year before funds for the succeeding year have been appropriated may contain a renewal option to cover the next fiscal year; but this option should not be exercised unless there has been fresh advertising and it has produced no lower price.

26. Automotive Equipment.—All bids for automotive equipment, including tractors and boats, shall be obtained, and acceptance thereof made, by the chief of the division of purchase, sales, and traffic.

27. Contracts and Specifications.—

Standard forms.—The forms standardized by the Director of the Bureau of the Budget for contracts and bids should be exclusively used where applicable, and their terms and instructions studied and observed.

Preparation and execution.—The solicitor of the department or such of his field assistants as he may designate for the purpose shall prepare all formal contracts. The Secretary will sign all formal contracts.

Liquidated damages.—Where the contract is to provide for liquidated damages the specifications should so indicate, with statement of the amount, so that all bidders may be upon an equal footing.

Copies of contracts.—Two originals should be regularly executed. If the execution of more original-duplicates is desired by the bureau, the reason therefor should be stated when the instruments are forwarded to the Secretary for signature.

Filing of contracts.—One original should be promptly filed by the bureau in the General Accounting Office. A second original should be furnished the contractor. The bureau should retain at least one copy.

Specifications.—Federal specifications must be used wherever applicable.

Mailing of contracts and notices to contractors.—Instruments mailed to contractors for execution and notices to begin work thereunder should be registered and the receipts retained so long as there is the possi-

bility that the fact or date of their receipt may be contested.

28. Construction Contracts—Bond.—Formal contract and bond will be required for all construction work the cost of which exceeds \$1,000. In other cases the requirement will be discretionary with the contracting officer.

29. Personal Interest in Contracts.—No officer or employee of the department who is in a position either to influence the award of a contract with the department or to cause purchases of supplies to be made for the department, shall be interested in any firm, company, or corporation doing business with the department.

30. Purchase of Articles of a Personal Nature.—In the absence of specific statutory authority articles of personal equipment shall not be purchased from any appropriation of the department unless the object for which the appropriation involved was made can not be accomplished as expeditiously and satisfactorily from the Government standpoint, without such equipment, and unless the equipment is such as the employee could not reasonably be required to furnish as a part of the personal equipment necessary to enable him to perform the regular duties of the position to which he was appointed or for which his services were engaged.

31. General Supply Contract.—Purchasing and administrative officers are expected to be familiar with the general supply legislation and the instructions of and procedure prescribed by the General Supply Committee and the Secretary of the Treasury with respect thereto. In general, initial purchase of all general supplies for the department in Washington will be made from the miscellaneous expense appropriation of the department and the material distributed from the central supply section on bureau requisition, the appropriation to be periodically reimbursed from bureau funds.

32. Mechanical Services and Equipment in the District of Columbia.—Mechanical equipment, services, and supplies in the District of Columbia should be obtained from the mechanical shops. The costs will be periodically billed to the requisitioning bureaus.

33. Scrip Books.—There shall be maintained in each bureau a record of the purchase and use of scrip books. Employees holding the books will be accountable therefor. The record should be such as to make possible at all times determination of the number of books outstanding, their whereabouts, the amount of scrip used, and the balance remaining. See paragraphs concerning scrip books in the Standardized Government Travel Regulations.

34. Garnishments and Attachments.—No trustee process, garnishment, or attachment can be recognized by an employee of the department, in respect to moneys due creditors of the United States, and such processes are void as against public funds in the hands of disbursing officers.

35. Assignments of Salaries.—Assignments of salaries may be made by employees when absent on account of illness, annual leave, or official business, except as hereinafter prohibited. When an employee desires to make an assignment of his pay under any of the circumstances enumerated above, he shall give to the disbursing clerk or fiscal agent a written order on a form provided for the purpose, showing the full name and address of the assignee, the period covered by such assignment, and whether it is desired that the amount be paid in cash or by check. Under no circumstances will any assignment or other order for salary be approved or honored by the disbursing clerk or a fiscal agent when in the nature of an assignment or other making over of salary for value received, or as security for a loan, or when made payable to loan brokers or companies, or agents thereof.

36. Station and Field Expenses.—It is contemplated that all payments to public creditors outside of reimbursable travel and subsistence expenses covered by the Standardized Government Travel Regulations shall be made by bonded disbursing officers of the department. But employees with headquarters at field stations where no disbursing agent is located are from time to time called upon to pay small accounts where cash is demanded as a condition of the performance of the service or delivery of the article. Of this character are express, freight, and drayage charges, and small detached services rendered in emergencies or otherwise. These cash payments should be made only when it is not feasible to have the account settled by a disbursing agent and should be confined to expenses previously authorized or to those made under urgent or unforeseen public necessity. Authorization for cash payments of this character may be given field-station employees by chiefs of bureau in annual or other letters. The taking of receipts will be governed by Section XII, "Receipts," of the Standardized Government Travel Regulations.

37. Transportation on Permanent Change of Station.—An employee transferred from one official station to another for permanent duty, not for his own convenience, may be allowed his traveling expenses and charges for packing, crating, drayage, and transportation of his household goods and personal effects, including animals for domestic use, and personal property which will be used in official work at the new station, excluding motor vehicles. The authorization must be in writing, may be issued by a chief of bureau, regional forester or district engineer, Bureau of Public Roads, and must state that the transfer was not for the employee's convenience. The transportation of property may be authorized only from the last or a former official station to the new. The term "official station"

includes a suburb of the city in which located. The shipment shall be by the least expensive means, including truck or van where practicable, taking into account all allowable costs above specified, but express may be used for perishable articles or those required for immediate use at the new post, as wearing apparel, tableware, bedding, and kitchen utensils (not furniture or jewelry), where alternative transportation would be inconveniently slow. Freight shipments should be on Government bills of lading with release to the lowest valuation, which must be specified. Carload rates should be secured where cheaper. Competition is required when the amounts exceed \$50 for (1) packing and crating, (2) drayage, and (3) truck or van transportation.

38. Claims for Private Property Lost or Damaged Through Negligence of Employees.—Claims under the act of December 28, 1922, for private property lost or damaged through employee's negligence should be transmitted to the director of personnel and business administration with bureau report and recommendation. If initially received in the Secretary's office they will be referred to the bureau for such report and recommendation. The report should (a) show affirmatively whether the employee was acting within the scope of his duty when the loss or damage was caused, (b) give name of officer viewing damage, and (c) state whether claimant's estimate is considered just. With respect to presentation claims will be divided into two classes:

1. *Motor transportation claims.*—The procedure is governed by budget circular No. 206. The three forms prescribed therein, No. 26, driver's report—accident, motor transportation; No. 27, investigating officer's report—accident, motor transportation; No. 28, claim for damages—accident, motor transportation, are obtainable from department stock. Instructions as to

the use of these forms, contained in budget circular No. 206, are as follows:

PAR. 7. All drivers of Government motor vehicles and investigators of motor transportation accidents should be furnished with Forms 26 and 27, respectively, and directed to observe the instructions thereon.

PAR. 8. Standard Form No. 28 should not be furnished unless and until a claim for damages has been made.

2. *All other than motor transportation claims.*—These should be presented on a department form.

Upon receiving notice of the allowance of a claim the chief of bureau should either address a letter of reprimand to the negligent employee or furnish the Secretary with a memorandum of the reasons why he thinks such reprimand uncalled for. More severe disciplinary action may be recommended if the case is deemed so to require.

39. **Mail.**—Payments may be made for registry where not free (see par. 679, administrative), special-delivery, special-handling, air mail stamps, stamps on official domestic mail matter where the frank would defeat the purpose of the communication, parcel-post matter (par. 683, administrative), parcel-post insurance, and foreign postage. Under international postal agreements the United States official frank is recognized in lieu of postage in certain foreign countries. The list varies from time to time. Information may be obtained from the current annual edition of the United States Postal Guide under the heading "Free matter" or from any postmaster.

40. **Telegrams, Radiograms, and Cables.**—Telegraph, radio, or cable should be resorted to only where mail can not be used without detriment to the public service.

Telegrams.—Figures should be expressed in words, title ordinarily omitted. The sender should choose the cheapest form of service—straight telegram, day letter, night letter—considering the probable time of

delivery and the importance of the message. Uneconomical transmittal should be noted in the administrative examination of accounts and brought to the attention of the responsible employee. The rates for Government messages are given in the Standardized Government Travel Regulations in the section "Telegraph, cable, and radio service." Weather Bureau messages are transmitted at special rates fixed in annual contracts. The billing telegraph office should be required to furnish with accounts the originals of outgoing messages, copies of those received.

Personal messages.—Charges for the transmission of unofficial material by telegram, radio, or cable can not be paid from department appropriations. Applications for or inquiries about leave, inquiries about payment of salary or expense accounts, and responses to such inquiries, are unofficial. See paragraph covering "Personal messages" in the Standardized Government Travel Regulations.

Radiograms and cables.—Administrative officers concerned should be familiar with Chief Coordinator's bulletins concerning cable, radio, and telegraph activities listing the Government-operated radio and cable facilities at various points; and these facilities should be used unless in particular cases commercial cables are speedier and the message requires expedition. In filing cable or radio messages for transmittal in the department telegraph office, bureaus should indicate the transmitting agency desired.

41. Telephones in Private Residences.—No appropriation of the department may be expended for telephone service installed in any private residence or private apartment or for tolls or other charges for telephone service from private residences or private apartments, except for long-distance telephone tolls required strictly for the public business as shown by sworn vouchers approved by the head of the bureau. A resi-

dence or apartment is private when set apart for the exclusive use of one person or of such person and his family. If, however, an employee having no other office or official headquarters, uses one or more rooms in his private residence exclusively for office purposes and as a public office, the payment for telephone service installed therein for his official use only is not prohibited.

42. Freight and Express.—The standard Government bill of lading form prescribed by the Comptroller General should be used for all freight and express shipments chargeable to department funds. Forms filled in at least as to consignee and destination—in no event entirely blank—should be supplied contractors or vendors called upon to ship material at department expense.

Shipments requiring customhouse clearance.—Shipments requiring customhouse clearance should be consigned, if trans-Atlantic, to the United States dispatch agent, No. 45 Broadway, New York City; if trans-Pacific, to the area coordinator at San Francisco or at other port of entry. Written advice should be sent consignee early enough to be received not later than the shipment, requesting him to clear importation through customhouse and instructing as to its disposition. Ordinarily these instructions should direct the forwarding of the goods in bond to the customhouse at or nearest ultimate destination. No charge should be incurred for customhouse brokerage fees; and any consignment of imported goods to an express or forwarding company, if necessary in particular cases, should be made under a prior arrangement with the consignee to secure customs clearance without expense to the department.

Express.—Express should not be used unless as cheap and more convenient than mail, where mail is practicable, nor substituted for freight unless the slower

movement would sacrifice some real advantage, or unless the express rate is less than the minimum freight charge for packages. If consignor has failed to use Government bill of lading, consignee should on receipt of the shipment fill out a Government bill of lading form, original and memorandum, as completely as possible as to shipper, shipping point, consignee, destination, description and weight of consignment, and loss, damage, or shrinkage, if any; attach to the original the express receipt, commercial bill of lading, or other evidence of the shipment; execute the certificate of delivery but not consignor's certificate; and deliver original to express agent.



